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10 August 1962

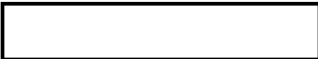
MEMORANDUM FOR: Administrative Services Officer, SSA/DDS

SUBJECT: Replacement of IBM Electric Typewriters

1. This office is requesting the replacement of two IBM electric typewriters, both of which are approximately ten years old and are no longer giving satisfactory service. Serial numbers are as follows: 41-042275 and 41-49709.

2. To replace the machines mentioned in paragraph 1, we request that two IBM electric typewriters, Executive Model C, #411, hunter green, 13-inch carriage, carbon ribbon attachment, and Modern type, code 32, be obtained.

3. Funds are available for the procurement of replacement type writers. It is requested that these typewriters be procured as soon as possible.


Administrative Officer
Office of the Chief
Operational Services

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